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TO : Director of Training

DATE: 10 September 1957

FROM : Chairman, Language Development Committee

SUBJECT: July - August Report of the Committee on Language Development

1. The Committee on Language Development met on 30 July. The agenda included:

- a. Proposed Policy Governing Eligibility for Maintenance Awards
- b. Status of Proficiency Test Development
- c. Responses to Form 444c as of 30 June
- d. DD/S Reaction to the Erwin Report
- e. Status of Language Study in Foreign Countries
- f. Off-duty Hours Language Training

2. Summary of Conclusions Reached at the Meeting and Record of Related Action During July

a. Proposed Policy Governing Eligibility for Maintenance Awards

Reference:  paragraph 1C(4) (b) (2)

As a matter of policy in determining eligibility for maintenance awards for those who were hired originally, for their knowledge of a language(s) and who, because of current duties cannot, or do not, use that language(s) and therefore, in order to maintain a level of proficiency, are required to study on a voluntary basis, paragraph 1C(4) (b) (2) would read:

Maintenance Awards will not be made--

For proficiency in a language or languages maintained largely through the use of the language in carrying out the duties of the assigned position or that are maintained without appreciable outside effort.

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SUBJECT: July - August Report of the Committee on Language Development

b. Status of Proficiency Test Development

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During the month [ ] was able to pursue his "leads" on the matter of preparing the proficiency tests. The results have been excellent. To date: 31 tests have been committed: 8 remain to be assigned.

Of the 8, three may not be necessary because: (1) no one has, to date, claimed Cambodian or Nepali and consequently, would not be eligible in this fiscal year; (2) the Malay, as claimed by four persons, may be found to be not Malay (Arabic - i.e., Jawi) but Malay (Roman) which is the same as Indonesian.

The remaining five are:

Amharic  
Icelandic  
Pashtu  
Swahili  
Tibetan

A native speaker of Swahili, [ ] has agreed to instruct in that language on a part-time basis. He is presently [ ] After the approval of the Security Office has been received and a contract signed, [ ] in addition to his duties as an instructor, will prepare the proficiency test in Swahili. Amharic and Tibetan can be done through NSA, leaving the preparation of Icelandic and Pashtu to be resolved. There is reasonable prospect, however, that if these two cannot be done as intra-Agency assignments, at least they can be completed inter-governmentally.

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c. Responses to Form 444c as of 30 June

A summary of the language analysis record included:

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	persons reporting during June
	total number of Agency employees reporting
	40 date

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SUBJECT: July - August Report of the Committee on Language Development

c. Responses to Form 444c as of 30 June (con't)

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	total man languages
	total man languages that are awardable
	Agency employees with some language proficiency
	approximate language per employee
	languages in which some proficiency is claimed
	languages other than those on the awardable lists

To the list of languages other than those approved by the Committee as awardable, one new language, Sinhalese, a Group II language, was added. The individual claimed an elementary specialized level of proficiency.

A check was made by [ ] of the Office of Personnel on responses from the field as of 31 July. The total has been estimated at 360. Beginning with this date these field responses will be recorded in the totals of the monthly analyses of the Language Data Records.

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d. Comments on Erwin Report

In summation, the Offices of DD/P, DD/I and DD/S have agreed generally, with the proposals in the report provided the administrative obstacles to putting its recommendation into effect can be removed.

e. Status of Language Study in Foreign Countries

The Registrar/TR reported that of the 6 persons considered for the 100-Slot Program, four were approved; the fifth, semi-approved, and the sixth to be accepted, pending a satisfactory program. Four were scheduled for overseas; the first to

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SUBJECT: July - August Report of the Committee on Language Development

leave in July; the others, one each, in August, September, and October. The fifth will remain at headquarters.

The six represent Turkish (2), Chinese (2), Russian (1), and French (1), and there is one each from FE, CI Staff, ORR and the Junior Officer Training Program; two from SE Division.

f. Status of Off-duty Language Training Courses to 31 August:

(1) 5 off-duty language training courses in 3 languages were begun during July with a total of 34 students:

Chinese (101)	8 July - 25 Oct	9 students	Before hours
Russian (101)	22 July - 8 Nov	9 students	After hours
Russian (101)	29 July - 15 Nov	6 students	After hours
Russian (201)	29 July - 15 Nov	5 students	Before hours
Persian (102)	29 July - 15 Nov	5 students	After hours

(2) 0 off-duty classes were scheduled for August

(3) 25 off-duty courses for 187 students have been scheduled for September:

1 Finnish (101)	(4 Sept - 20 Dec)	6 students	After hours
4 French (101)	(4 Sept - 20 Dec)	32 students	Before hours (2) After hours (2)
6 German (101)	(4 Sept - 20 Dec)	49 students	Before hours (3) After hours (3)
1 Italian (101)	(4 Sept - 20 Dec)	10 students	Before hours
2 Japanese (101)	(4 Sept - 20 Dec)	10 students	After hours (2)
1 Polish (101)	(4 Sept - 20 Dec)	6 students	After hours
3 Russian (101)	(4 Sept - 20 Dec)	17 students	Before hours (1) After hours (2)
1 Russian (103)	(4 Sept - 20 Dec)	9 students	After hours
2 Spanish (101)	(4 Sept - 20 Dec)	18 students	Before hours (1) After hours (1)
1 French (102)	(9 Sept - 20 Dec)	8 students	After hours
1 French (201)	(9 Sept - 20 Dec)	4 students	After hours
1 Portuguese (101)	(9 Sept - 20 Dec)	8 students	After hours
1 Italian (101)	(11 Sept - 27 Dec)	10 students	After hours

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SUBJECT: July - August Report of the Committee on Language Development

(4) 14 off-duty hours language training courses in 4 languages continued with a total enrollment of 93:

4 French (101)	(27 May - 1)	25 students	After hours
	(24 June - 3)		
5 German (101)	(10 June - 1)	33 students	Before hours (3)
	(20 May - 4)		After hours (2)
1 Italian (101)	(24 June)	7 students	After hours
2 Spanish (101)	(27 May)	16 students	After hours
	(24 June)		
1 French (102)	(24 June)	6 students	After hours
1 Spanish (102)	(24 June)	6 students	Before hours

(5) 3 off-duty language courses in 2 languages for 16 students were completed:

1 Russian (102)	Completed 5 July	9 students	After hours
1 Persian (101)	Completed 5 July	4 students	After hours
1 Persian (Elem Reading)	Completed 3 July	3 students	After hours

(6) SUMMARY

44 classes                      11 languages                      314 students

Those languages for which there was less than the minimum number (5) to initiate a class were:

1 Albanian (101)	1 Polish (101) (a.m. requested)
3 Arabic (101)	1 Russian (201)
1 Chinese (101)	1 Russian (301)
1 German (301)	1 Serbo-Croatian (101)
2 Greek (101)	1 Spanish (201)
*1 Hebrew (101)	1 Swahili (101)
1 Hungarian (101)	*1 Thai (101)
2 Norwegian (101)	

TOTAL: 14 languages                      18 applicants

\* Requested by the same individual

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SUBJECT: July - August Report of the Committee on Language Development

The Committee decided that it only fair to applicants to waive the minimum requirement to establish a class where it determined the request had merit. In the case of the Finnish, for example, interest in this course was sparked by an employee who wanted to learn the language. He was able to generate interest on the part of three other employees and the total is now four. For this kind of motivation, it was agreed that a waiver was in order and the off-duty-hours class should be organized.

g. Roster of Linguists

The Office of Personnel has made arrangements to provide the Registrar/TR with a monthly machine-summary that specifically identifies languages in which a competency exists, and under each, an alphabetical listing of names of persons who have that competency. This will be of significant assistance to OTR in obtaining native speakers for the oral testing program, for use in the preparation of proficiency tests, and as instructors in the off-hours program.

h. Certification Procedures

The form for Certification for Language Award (No. 1273) has been printed and is being used by [ ] in initiating the process whereby eligible candidates will be paid for their achievement or maintenance of a level of proficiency in an awardable language.

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The question of staff agents becoming a part of the Language Development Program was discussed with [ ] of the Processing Branch of Contract Personnel Division. It was agreed that staff agents will be considered in the program, but no determination of proficiency or granting of awards will be made until the expiration of their contracts as staff agents and their conversion to the status of staff employee. Payment of awards will be retroactive.

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